The following steps will allow you to run reports on your subordinates' data.

Step	Action	Look For
1.	Login to AgLearn and select the Reports tab.	Search Catalog Reports
2.	Locate and select the Report Name of the report you wish to run.	Report Name Curriculum Status My Plan Item Requests Item Status User Information Learning History Learning Hours Learning Needs Learning Plan Tuition
3.	Complete the report criteria page, being sure to identify the Users you wish to include in the report.	User: Self Direct Subordinates All Subordinates
4.	Select Run Report.	Run Report
5.	Depending on your selections for the report output, your report will open in a new window or will be saved to your local computer.	